

PEKA

Professional Property Management Ltd.

Unit Leasing Form

The *Condominium Property Act* of Alberta requires that Owners who wish to rent out their unit notify the Condominium Corporation within 20 days of the commencement of the tenancy term of the Owners address for service and the Tenants Information. Please complete this form and forward to PEKA (*contact information below*):

Condominium Name: _____ **Plan No:** _____

Unit Address (civic): _____ **Parking Stall Number (if applicable):** _____

Owner(s) Name(s): _____

Owners Mailing Address for Service:

Owners Phone Numbers & Email:

Home: _____

Mobile: _____

Work: _____

Email: _____

If this is an address, telephone or email **CHANGE**, please note the effective date: _____

Effective the ____ **day of** _____, **20**____, **the above-noted property has been rented to:**

Tenant(s) Name(s): _____

Tenant(s) Phone No(s): Primary: _____

Secondary: _____

Tenant(s) Email(s) : Primary: _____

Secondary: _____

I (we) have provided the tenant(s) with a copy of the Condominium Corporation bylaws which outline the rules and regulations of the Condominium, and hereby acknowledge that bylaw infraction notices and fines assessed for the same (if applicable) will be the responsibility of me (us) as Owner(s), regardless of tenancy status of the Property. I (we) will be solely responsible for notifying my (our) tenant(s) of bylaw violations for which I (we) receive notice for, any corrective action required, and payment of any fines assessed.

I am (we are) aware of my (our) requirement to notify the Condominium Corporation of any changes (including expiry or cancellation thereof) to the Residential Tenancy Agreement entered into with the above-noted Tenants. I (we) further acknowledge our obligation under the *Condominium Property Act* to give the Condominium Corporation written notice that the unit is no longer rented within 20 days after I (we) cease to rent the unit.

Owner Signature: _____

Date: _____



Serving Clients | Serving Community

Canmore Office:

#105, 1002 - 8th Avenue
Canmore, Alberta, T1W 0C4
p: 403 678 6162 | f: 403 678 4990
toll-free: 1 855 306 4899
info@peka.ca | www.peka.ca

Calgary Office:

#301, 5819 - 2nd Street SW
Calgary, Alberta, T2H 0H3
p: 403 454 3050 | f: 403 454 3052
toll-free: 1 855 306 4899
info@peka.ca | www.peka.ca

Please forward payments of any kind to the Canmore Office. Thank you.